

**New Jersey Department of Health & Senior Services
Consumer & Environmental Health Services
P.O. Box 372, Trenton, NJ 08625-0372**

**REQUIRED INFORMATION FOR NEW JERSEY CERTIFICATION OF LEAD TRAINING COURSE
LEAD TRAINING AGENCY COURSE PROPOSAL CHECKLIST**

Please complete along with your application and return it to the above address with all required attachments.

Name of training Agency: _____ Date: _____

Course Type (check no more than one initial and corresponding refresher):

Housing/Public Buildings

Initial Refresher

[] [] Worker
[] [] Supervisor
[] [] Inspector/Risk Assessor
[] [] Planner/Project Designer

Commercial Buildings/Superstructures

Initial Refresher

[] [] Worker
[] [] Supervisor

To assure your application is complete and to expedite the review process, the following information must be submitted as required in N.J.A.C. 8:62-4.

8:62-4.3(a)1. and 2.

Please complete the enclosed "Lead Training Agency Certification Application".

8:62-4.3(a)3.

Must enclose a statement signed by the training manager that clearly details how the course meets the minimum requirements outlined in N.J.A.C. 8:62-4.2.

8:62-4.3(a)4.

Brief description of course location:

Projected course fee which student will pay:

8:62-4.3(a)5.

Must provide a detailed outline of course curricula as set forth at N.J.A.C. 8:62-4.6 through 12 which details the schedule for each day of the course. Enclosed for your reference are NJDHSS model outlines for each discipline. In addition, you must also provide a list of instructors for each topic area.

8:62-4.3(a)6.

Must attach a description of the interactive/participatory teaching methods as defined at N.J.A.C. 8:62-2 which will be employed to present each topic. As a reminder, lecture is not considered an interactive/participatory teaching method.

8:62-4.3(a)7.

Must attach a copy of all written materials to be distributed as part of the training course.

8:62-4.3(a)8.

Must include evidence demonstrating that your agency has employed a training manager and has employed or contracted to employ a minimum of three instructors, either on a full-time or part-time basis to satisfy the requirements as set forth at N.J.A.C. 8:62-4.5. Resumes, transcripts, diplomas and professionals certifications describing specialized training and education and/or prior experience shall be submitted as documentation of compliance with the instructor criteria. All resumes must include the length of time which the individual has held jobs, certifications, etc.

Enclosed to assist you in completing the following sections is the NJDHSS Inspection Worksheet. This Worksheet will

be used during the pre-operational inspection of your facility. Please refer to it for guidance in determining the quantity of items to be maintained.

8:62-4.3(a)9.

List the types, brand names and quantities of respirators to be used to demonstrate a fit test:

Type	Brand Name	Quantity

8:62-4.3(a)10.

List a description of the type and quantity of protective clothing to be used during hands-on training and demonstration (use an additional sheet of paper if necessary):

Description/type	Quantity

8:62-4.3(a)11.

List a description and the quantities of the materials to be used for hands-on training including, but not limited to, hand tools, ladders, scaffolding, plastic sheeting, other construction equipment, air filtration units, water spray devices, decontamination facilities, simulated lead material and, where appropriate, attach Material Safety Data Sheets (use an additional sheet of paper if necessary):

Description	Quantity	Description	Quantity

8:62-4.3(a)12.

Attach a detailed description of the site of the training course include a diagram of the classroom with layout and dimensions. Include the address of the training location(s), including both lecture and hands-on sites. Indicate what the site will be used for ie. lecture or hands-on.

Describe the lecture facility's seating provisions (tables are mandatory):

8:62-4.3(a)13.

Attach a detailed description of the procedures for conducting the assessment of the hands-on skills.

8:62-4.3(a)14.

Attach a statement explaining any restrictions on attendance, such as English only or other language to be used.

8:62-4.3(a)15.

All training course materials, examinations and related course literature for non-English courses must be translated into the language of the course. A copy of the translated materials with written assurance that the translation is accurate and valid must be included. Note: only the worker courses can be taught in a foreign language.

8:62-4.3(a)16.

What is your instructor-to-student ratio for hands-on training? (Note: Minimum permissible shall be no greater than 10 students to one instructor.) _____

8:62-4.3(a)17.

Attach a copy of the written examination(s) to be administered to the trainees by the training agency. Must also include procedures used for validation of examination and performance results of data analysis.

8:62-4.3(a)18.

Must provide evidence that a no-smoking policy will be established, maintained and enforced during all aspects of the training.

8:62-4.3(a)19.

Must show evidence of a quality control plan pursuant to N.J.A.C. 8:62-4.4(s).

All materials submitted as part of the application must be typewritten or machine printed. The applicant shall be required to successfully pass a pre-commencement inspection of the training facility(ies) conducted by representatives of the Department. The applicant shall notify the Department immediately in writing of any change(s) in the application information occurring either prior to or after the issuance of certification.

Name of person completing this form

Title

Signature

Date